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2 April 1968

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Vital Materials and Records for Use During
an Emergency

1. Mr. [REDACTED] of your staff has conferred with me regarding the current status of the procedure for keeping timely vital materials and records on file at the emergency relocation center at [REDACTED]. Accordingly, I believe that this would be an appropriate time to review and restate the policy governing this procedure. 25X1A9a 25X1A6a

2. Today, as in the past, it is highly important to have up-to-the-minute documents and records materials available for use on short notice, or no notice at all, to the members of the Initial Emergency Relocation Force upon their arrival at the [REDACTED], should enemy action necessitate the relocation of our headquarters there. The need for this requirement has not abated and will not abate unless and until all threats to the national security have been resolved. 25X1A6a

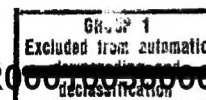
3. Two basic steps are involved in achieving the level of sufficiency needed to fulfill this requirement. The first step is the selection of materials for deposit at the [REDACTED]; the second step is the maintenance of a system for the transmittal of the selected materials to [REDACTED] and the withdrawal of such materials as they become obsolete. 25X1A6a 25X1A6a

4. The selection of the materials is necessarily a command responsibility which must be exercised under the authority of the Deputy Directors down through the channels of their respective Directorates. They, and they alone, have the means of determining what documents and materials would be needed by the members of their quotas of the Initial Emergency Relocation Force upon arrival at [REDACTED] for activation of the emergency headquarters. The process of keeping the materials timely is a constant one which should keep pace with affairs and conditions of the day. 25X1A6a

5. The transmittal of the selected materials and the withdrawal of those which they supplant likewise must be carried on continuously. I understand that the records management officers of the various units are authorized to exercise this transmittal responsibility, once the materials have been selected by designated officials within their respective units.

6. I believe that it is important for all persons concerned with this process to understand and recognize the difference between the procedures and criteria involved in the selection and transmission of vital materials required for emergency use, and those used in the handling of the retired records and the archival materials sent to [REDACTED] for storage in the records center. 25X1A6a

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7. The very nature of the two species of materials indicates that they do not mix, and that each should be given the separate attention which it deserves. I firmly believe that the great importance of having the best and timeliest vital materials immediately at hand in useable form upon the occurrence of an emergency justifies whatever effort is needed.

8. If at any time you or members of your staff have reason to believe that any elements of our Agency have lost their awareness of the importance of careful selection and deposit of such materials, I would appreciate your bringing this to my attention. I do not, of course, have command authority to exact from anyone any particular standard of performance in this field, in addition to which, as I pointed out above, the heads of the operating elements are the people best qualified to assess their needs in this regard. However, as the staff officer charged with the responsibility for insuring continuity of our mission in time of emergency, I have a strong and abiding interest in the efficacy of our emergency vital materials program. If we were to become aware of any diminution of effort along this line, I would be glad to prepare and recommend for the signature of the Executive Director-Comptroller a memorandum for distribution through the Directorates, reiterating the basic policies discussed above.

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[REDACTED]
CIA Emergency Planning Officer

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